



APENDIX A – ASSOCIATION BYLAWS

I. Introduction

- A. The association must abide by state corporate laws and may adopt additional provisions provided they do not conflict with the mandatory bylaws or state laws. The appropriate provision of state law takes precedence over the bylaws.
- B. Notes and footnotes appear only to provide clarification and examples. Parenthetical statements are for information only.

II. Article I – Name

- A. The name of the organization is the **Pennsylvania State** USBC **Youth** Association, chartered by the United States Bowling Congress.

III. Article II - Nonprofit Corporation and Charter

- A. Section A. Nonprofit Corporation
 - 1. The association is organized as a nonprofit corporation and operates consistent with the requirements of an organization classified as tax exempt under Section 501(C)(3) of the Internal Revenue Code (IRC).
- B. Section B. Charter
 - 1. The association shall be chartered by USBC and subject to its authority. To maintain its charter, the association must:
 - a. Provide services for USBC Youth (youth only)
 - b. Adopt bylaws approved by USBC.
 - c. Not enact any bylaws or rules inconsistent with USBC’s bylaws.
 - d. Adhere to Performance Standards and stated requirements as set forth in the *USBC Association Policy Manual*.

IV. Article III – Purpose

- A. The purposes of the association as stated in the Articles of Incorporation, include, but are not limited to:
 - 1. Providing equal opportunity for all in the sport of bowling without regard to race, religion, age, gender, disability, or national origin.
 - 2. Promoting the game of American Tenpins.
 - 3. Conducting and supporting bowling competition.
 - 4. Engaging in any other activities permitted by an organization classified as tax exempt under Section 501(C)(3) of the IRC.

V. Article IV - Membership and Dues

- A. Individuals who have obtained USBC and local association membership, in accordance with USBC and local association bylaws, become members of this association through the payment of applicable annual state dues, if any.

- B. *The National Board of Directors has set State dues to be \$0.50 per member.*



APENDIX A – ASSOCIATION BYLAWS

- C. The board may waive all or part of state dues for:
 - 1. Members of other USBC associations having a reciprocal agreement with the association.
 - 2. Other groups, such as, seniors, etc., as determined by the board.
- D. The association cannot charge additional non-dues assessments.

VI. Article V - Board of Directors – Management

A. Section A. Board Composition, Authority and Duties

- 1. The management and governance of the association is vested in the board of directors. The number of directors is determined by Youth Representatives. The maximum number of directors is **16**.
- 2. The board shall not engage in any acts constituting a conflict of interest. The board's duties include but are not limited to:
 - a. Enforcing the bylaws.
 - b. Complying with the USBC Association Policy Manual.
 - c. Ensuring adherence to all USBC Performance Standards.
 - d. Adopting youth dues, up to the maximum established by USBC, based on the recommendation of the Youth Committee.
 - e. Conducting championship level competition for its membership constituency (association adopts one of the following): Youth (youth only)
 - f. Providing education, training, evaluations, recognition and other services as determined by USBC.
 - g. Implementing USBC programs.
 - h. Selecting/appointing and evaluating the performance of the Association Manager.
 - i. Approving use of membership records.

B. Section B. Eligibility

- 1. A candidate for the board must be:
 - a. A USBC member in good standing at the time of election and throughout their term.
 - b. Elected or appointed without regard to race, color, religion, gender, disability, national origin, or age, other than the minimum age of 14, unless state laws mandate a specific age, and be reasonably representative of the membership.
 - 1) Any member of the board authorized to sign contracts or acting as a signatory on association accounts must be a minimum age of 18.
 - c. ***There shall be a maximum of 3 directors allowed from each District as outlined in the Pennsylvania State Youth Association Manual.***
- 2. Additional eligibility requirements, if any, will be developed by the Nominating Committee to be approved by the Youth Representatives.

C. Section C. Election of Directors

- 1. Directors are elected by a majority vote (If a majority vote is not reached on the first ballot, the candidate receiving the lowest vote total is dropped and balloting continues until a candidate receives a majority vote) of Youth Representatives
- 2. Present and voting, from:
 - a. A slate provided by the Nominating Committee.
 - b. Nominations from the floor. Qualifications must be submitted to the Nominating Committee at least 24 hours prior to the opening of the annual meeting.
- 3. Voting will be by ballot if there is more than one nominee for each position.



APENDIX A – ASSOCIATION BYLAWS

D. Section D. Term

1. The term for directors is **two** years. The number of years in a term, the number of terms allowed and a stagger system are determined by Youth Representatives.
2. **Eight Directors each year for a two year term, no term limits.**

E. Section E. Resignation, Removal, and Vacancies

1. **Resignation.** A board member may resign from the board of directors by providing written notice of resignation to the president or, in the case of the president, to the board.
2. **Removal for Ineligibility.** A board member who is no longer eligible to serve on the board may be removed by a two-thirds vote of the board when a quorum is present.
3. **Removal for Cause.** When a board member is accused in writing of failure to properly perform the duties of their office or otherwise engaging in improper or unfair activities or conduct, the board may conduct a hearing following the Removal Procedures in the Suspension and Reinstatement Chapter. An appeal may be filed with USBC within 15 days of the removal. Two-thirds written consent of the full board is required to seek re-election and/or re-appointment to the board.
4. **Vacancies.** Vacancies in positions on the board are filled for the un-expired portion of each term as follows:
 - a. The president, with board approval shall fill vacancies in director positions.
 - b. The board fills vacancies in officer positions.

VII. Article VI – Officers

A. Section A. President and Vice President

1. The officers of this association shall include a president and vice president.

B. Section B. Election

1. Officers are elected by a majority vote (If a majority vote is not reached on the first ballot, the candidate receiving the lowest vote total is dropped and balloting continues until a candidate receives a majority vote) of the delegates representing adult membership present and voting from:
 - a. A slate provided by the Nominating Committee.
 - b. Nominations from the floor. Qualifications must be submitted to the Nominating Committee at least 24 hours prior to the opening of the annual meeting.
2. Voting will be by ballot if there is more than one nominee for each position.

C. Section C. Term

1. The term for elected officers is **two** years, not to exceed three years. The number of years in a term, the number of terms allowed and a stagger system are determined by the Youth Representatives.
2. **The President shall be elected on odd numbered years and the Vice-President shall be elected on even numbered years, both for a two-year term, unlimited terms.**

D. Section D. Authority and Duties

1. President
 - a. Presides at all meetings.
 - b. Acts as spokesperson for the association.
 - c. Serves as the liaison to the state proprietors association, if applicable.
 - d. Appoints committees, except Nominating and Youth, with board approval.
Note: All committees should be composed of both board members and non-board members.



APENDIX A – ASSOCIATION BYLAWS

- 2. Vice President
 - a. Presides at all meetings when the president is absent.
 - b. Performs other duties as prescribed by the board or requested by the president.
- 3. Association Manager
 - a. The Association Manager is:
 - 1) Selected/appointed by and accountable to the board.
 - 2) Responsible for implementation of USBC’s Performance Standards.
 - 3) Acting as the ex officio non-voting secretary/treasurer of the board or such other officer designation as required by law and determined by the board.
 - 4) Responsible for other duties as prescribed by the board and in the *USBC Association Policy Manual*.

VIII. Article VII – Meetings

A. Section A. Annual Meeting

- 1. An Annual Meeting of Youth Representatives shall be held at a time and place approved by the board of directors.
 - a. Attendance is open to all members. (Youth Associations will also allow adult USBC members involved in youth programs to attend with voice only.) Voting officers, directors, delegates/alternates and Youth Representatives/alternates must be at least 14 years of age, unless state laws mandate a specific age.
 - b. The association invites all associations, delegates and Youth Representatives within its jurisdiction, as follows:
 - 1) Associations:
 - a) Youth associations will invite all youth associations as well as those associations that have a combined membership of men, women and youth.
 - 2) Delegates, Youth Representatives and Alternates. Defined as members, at least 14 years of age, unless state laws mandate a specific age, who are elected by chartered local associations as follows:
 - a) Only youth membership will be used to determine the number of Youth Representatives/alternates to which an association is entitled to send to the USBC state Youth Association meeting.
 - b) **Each chartered Association will be entitled to four (4) youth representatives.**
 - c) **Each Chartered Merged or Youth Affiliate Association will be entitled to two (2) youth representative.**
 - c. A local association is not eligible to send delegates representing adult membership and Youth Representatives/alternates if it is declared delinquent or USBC has revoked its charter.

Note: An association that has not processed dues for the current season shall be considered delinquent.

- d. Credentials - Credentials are forwarded to the state association at least **7** days prior to the opening of the annual meeting.
- 2. Voice and Vote
 - a. Youth Representatives, voting officers and directors of the association, at least 14 years of age, unless state laws mandate a specific age, have voice and vote.
 - b. Other members may attend with voice only. Absentee and proxy voting are not permitted.



APENDIX A – ASSOCIATION BYLAWS

3. Responsibilities
 - a. Youth Representatives shall:
 - b. Adopt bylaws with the exception of youth dues.
 - c. Elect officers and directors to the board.
 - d. Elect one delegate and one alternate to the USBC Annual Meeting
 4. Meeting Notice
 - a. Written notice of the meeting shall be forwarded to the board and Youth Representatives at least 15 days prior to the annual meeting. Special meetings may be called by the president or upon written request of at least three board members.
 5. Quorum
 - a. **12** Youth Representatives (Youth association) and **10 Board Members** constitute a quorum.
 - b. The Youth Representatives determine the number.
 6. Action
 - a. Youth Associations. A majority vote of Youth Representatives, officers and directors present and voting, at a properly noticed meeting, when a quorum has been established, is required to take action, unless otherwise provided by law or these bylaws.
 7. Elections of officers/directors, requires a majority vote. Absentee and proxy voting are not permitted.
- B. Section B. Board Meeting**
1. The board shall meet at least annually. Special meetings may be held upon the request of any board member if a majority of the board approves.
 - a. **Notice.** Written notice for all regular and special meetings shall be forwarded to the board at least 15 days prior to the meeting.
 - b. **Quorum.** **10** board members constitute a quorum. The Youth Representatives determine the number.
 - c. **Action.** A majority vote of the officers and directors, present and voting, at a properly noticed meeting, when a quorum has been established, is required to take action, unless otherwise provided by law or these bylaws. Absentee and proxy voting are not permitted.
 - d. **Action(s) Without a Meeting.** Actions that are deemed necessary to conduct business/operations of the association may be taken outside of a board meeting by use of mail, e-mail or teleconferencing. This type of action must be permissible by state law and approved by the delegates representing adult membership, Youth Delegates, and board. The procedures found in the *USBC Association Policy Manual*, Chapter Five, Section D, Item 4 must be followed. The association **does** (does/does not) allow the board to vote via mail, e-mail, or teleconference.
- C. Section C. Parliamentary Procedure**
1. The most recent edition of *Robert's Rules of Order Newly Revised*, shall govern all meetings.



APENDIX A – ASSOCIATION BYLAWS

IX. Article VIII – Committees

A. Section A. Standing Committees

1. The association shall have the following Standing Committees: Nominating and Finance.
 - a. **Nominating Committee.** The committee reviews candidates and prepares slates and publicizes criteria and procedures for the elected positions.
 - b. **Finance Committee.** The committee is responsible for reviewing and monitoring the annual budget and other financial matters.

B. Section B. Other Committees

1. The president may establish other committees with board approval.

X. Article IX - Delegate and Alternate to USBC Annual Meeting

- A. A delegate and alternate to the USBC Annual Meeting are elected by plurality vote* of those Youth delegates and officers and directors present and voting. (See Article VI, Section A of the national bylaws for representation.)

Note: The definition of a delegate is an individual, 18 years of age or older, who holds USBC membership.

*(See *USBC Association Policy Manual*, page 7-28.)

**A plurality vote is the largest number of votes cast for a given candidate. The candidate(s) receiving the most votes is (are) elected.

B. Section A. Eligibility

1. Delegates and Alternates must be:
 - a. Elected by the board and Youth delegates.
 - b. At least 18 years of age.
 - c. A USBC member in good standing at the time of election and throughout their term.
 - d. If a member is elected to represent more than one association to attend the same meeting, the first election shall stand and any succeeding election shall be declared null and void.

Note: The definition of a delegate is an individual, 18 years of age or older, who holds USBC membership.

C. Section B. Election

1. The delegate and alternate serve for one year, beginning August 1, and are elected by:
 - a. A slate provided by the Nominating Committee.
 - b. Nominations from the floor.
 - c. Plurality vote*. The election shall be by ballot, except that a voice vote may be taken when the number of candidates does not exceed the number of positions to be filled.
 - d. Alternate shall serve in order of their election.
2. The election is to be held in compliance with the USBC Annual Meeting requirements.

D. Section C. Vacancies

1. Vacancies in delegate positions are filled by the alternates in the order in which they were elected for the un-expired portion of each term. If a vacancy still exists, the president fills the vacant position by appointment.
2. The appointee must also meet the same eligibility requirements as elected positions.



APENDIX A – ASSOCIATION BYLAWS

XI. Article X – Amendments

A. Section A. Procedure

1. Any member of the association may submit proposed amendments to these bylaws. The state association bylaws may be amended by a two-thirds vote at any Youth Representatives meeting, by the Youth Representatives present and voting. The amendment must be:
 - a. Submitted in writing to the Association Manager or president.
 - b. Submitted at least 30 days (date or number of days to be set by Youth Representatives prior to the meeting when the association is considering the proposal. (See Section B Change in Dues.)
 - c. Forwarded by the state association at least 15 days before the meeting to:
 - 1) Local Association Managers.
 - 2) Board of Directors.
 - 3) Youth Representatives eligible to vote.

B. Section B. Change in Dues

1. Forward a notice at least 15 days prior to the meeting at which the proposed change is considered to Youth Representatives. The notice must:
 - a. Be in writing.
 - b. Specify the amount of the change.
 - c. Specify the reason for the change.
2. Changes in youth dues are adopted by the board.
3. Notification of any adopted change in dues and the reason for the change will be forwarded in writing to each local association.

C. Section C. Effective Date

1. All amendments are effective August 1 following adoption, unless otherwise specified when adopted.

XII. Article XI - Fiscal year

- A. The fiscal year of this association is August 1 through July 31.

XIII. Article XII – Indemnification

- A. Directors, officers, and other authorized volunteers, employees or agents shall be indemnified against claims for personal and individual liability arising in connection with their positions or service on behalf of the association to the full extent permitted by law.



APENDIX A – ASSOCIATION BYLAWS